



**ADMINISTRATIVE BUDGET**  
Child and Adult Care Food Program

Attachment M

16

SPONSORING ORGANIZATION: \_\_\_\_\_

BUDGET PERIOD: October 1, 2015 through September 30, 2016

A Budget Narrative in WORD format is required to be attached behind this page. Include a sentence (or more) description of each entry listed below. For allocated items, include a description such as...AUDIT : CACFP portion of 16% of the annual \$7,500 audit. We sent out an RFP this year from which the board of directors selected the firm that best met out needs.

LINE ITEM JUSTIFICATION: Use the Line Item Justification form to justify any budget item greater than 5% of the total administrative budget. ☐  
(Not required for staff salaries or travel)

**PART A - EXPENSES:**

**1 SALARIES** (Complete and attach Salaries Table)

5% indicator  
Justify These Lines

1.1 CACFP Regular Personnel	
1.2 Temporary Labor contracted	
1.3 Fringe	
1.4 Other	

**SPWA is requested for overtime? Y/N**

Refer to attachment: \_\_\_\_\_

**2 OPERATION EXPENSE**

2.1 Rent/Use Allowance	\$ 56.00	Yes - Justify
2.2 Utilities - Specify	\$ -	
2.3 Maint. Bldg/Grounds	\$ -	Yes - Justify
2.4 Trash/Exterminating		
2.5 Insurance of Building/Contents	\$ 10.00	Yes - Justify
2.6 Real Estate Taxes		
2.7 Relocation/Moving Exp.		Yes - Justify
2.8 Office Supplies		
2.9 Printing		Yes - Justify
2.10 Advertising		
2.11 Office Equipment		Yes - Justify
2.12 Maintenance Agreements		
2.13 PC Hardware/Peripheral Eqpt.		Yes - Justify
2.14 PC Software		
2.15 PC Supplies		Yes - Justify
2.16 Maint/PC Repair		
2.17 Postage		Yes - Justify
2.18 Telephone Service		
2.19 Telephone Eqpt/Repair	\$ 5.00	Yes - Justify
2.20 Other-Specify	\$ 1.00	

**3 CONTRACTUAL SERVICES**

3.1 Accounting Services		Yes - Justify
3.2 Audit (Over Program Grant)		
3.3 PC Services		Yes - Justify
3.4 Legal-Specify		
3.5 Consultant-Specify		Yes - Justify
3.6 Other-Specify	\$ 15.00	

**4 TRAVEL/TRANSPORTATION FOR MONITORING**

4.1 Mileage (Miles x .565)	
4.2 Lodging	\$ 1.00
4.3 Per Diem	
4.4 Other-Specify	

**5 TRAINING FOR STAFF IN-STATE**

5.1 Registration Fees	
5.2 Mileage (Miles x .565)	
5.3 Lodging	
5.4 Per Diem	
5.5 Prof. Publications/Resources	
5.6 Orgzn Dues/Subscriptions	
5.7 Other-Specify	

**6 TRAINING FOR STAFF OUT-OF-STATE**

6.1 Registration Fees	
6.2 Mileage (Miles x .565)	
6.3 Airfare	
6.4 Lodging	
6.5 Per Diem	
6.6 Taxi/Parking	
6.7 Other-Specify	

**7 PROVIDER SERVICES**

7.1 Resource/Reference Materials	
7.2 Workshops/Training	
7.3 Speaker Fees	

**8 Allocated Costs**

(If this item is used, please submit your allocation plan and procedures, Including requests for SPWA.)

8.1 Cost Allocation	
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All items sections 1-8

**TOTAL \$ 88.00**

Note: For items in yellow, a SPWA submitted at the time of renewal should cover entire fiscal year and does not need to be re-submitted at the time of the expenditure.

**PART B – REIMBURSEMENT INCOME**

Anticipated income from CACFP administrative funds:

For the calculation below, use the average number of homes that have claimed over the last 6 months:

		Homes	1 yr	Rate	Income
1.1	Number of homes (1-50)	is	x 12 months	\$111.00	#VALUE!
1.2	Number of homes (51-200)	is	x 12 months	\$85.00	#VALUE!

**Anticipated CACFP income from other sources**

2.1	Sale of print materials	
2.2	Other – Specify	

TOTAL ANTICIPATED ADMINISTRATIVE REIMBURSEMENT/INCOME	#VALUE!
Budget as listed on page 1	\$88.00
Budget amount and provider reimbursement should be very similar	Difference #VALUE!

List the average number of homes in your sponsorship for the five most recent Federal fiscal years:

FY10- _____ homes	
FY11- _____ homes	
FY12- _____ homes	
FY13- _____ homes	
FY14- _____ homes	
	#DIV/0! Average

List source and amount of donations to CACFP. (Note: If donations to your organization are not specifically designated to CACFP, they are NOT considered CACFP donations.)

I hereby certify that the information on this form and the budget attachment is true and correct to the best of my knowledge. I understand that this information is being given in conjunction with the receipt of federal funds, and that deliberate misrepresentation may subject me to prosecution under applicable state and federal statutes.

SIGNATURE OF SPONSOR'S AUTHORIZED REPRESENTATIVE

DATE